

WHA LANDLORD'S GUIDE TO HQS/NSPIRE-V

In order to participate in the Housing Assistance Payment Program, units must be safe, clean and free of conditions that might harm the occupants. The entire building and common areas are included in our inspection. This guide is to be used to help you decide if the unit you own or manage is likely to meet program requirements, but it is not exhaustive.

1. Exterior doors must be lockable, weather tight and working.
2. Check all windows for broken panes, missing locks, and windows that won't stay up without assistance. All windows must open, close, and lock properly.
3. Outside and inside walls, floors and ceiling must be free of leaning, bulking and sagging appearance, free of cracks, holes, loose siding, and should have a clean appearance. Foundation must be free of damage and open areas. Nothing should be able to crawl under the unit.
4. Stairways/steps (inside or out), walkways, porches and decking must be free of loose or decayed boards and have sound banisters. Handrails are required for all stairways/steps consisting of four or more steps. (landing counts as step)
5. In addition to the main entrance, there must be an alternative way to get out in case of fire or emergency. There must be at least one working smoke detector or fire alarm on each level of the unit. If gas appliances and/or heating are present, there must be at least one working carbon monoxide detector on each level of the unit.
6. Water and sewer systems must meet public health department approval. If the tenant is to pay for water, she/he must have an individual meter; splitting of a water bill with another residence is not permitted.
7. The site must not show evidence of flooding, poor drainage, sewer hazard, trash or inoperable automobiles. The entire building must pass inspection on the outside.
8. Roof and fascia must be in good condition and free of any leaks or damages. All wood surfaces must be painted or stained. No peeling paint inside or out.
9. The entire electrical system must be free of hazards. Fuse/breaker box must be covered, no exposed wiring or empty spots. All electrical outlets must be grounded. All electrical outlets within 3 feet of a water source must be GFCI/AFCI protected.
10. Each unit must have adequate heating facilities. No unvented gas heaters are permitted. Electric space heaters can only be used as a secondary heat source.
11. Gas water heaters must be vented and all water heaters must have a TPR valve with overflow tube pointing downward between 2-6 inches from waste receptor/floor level.
12. The living, sleeping and kitchen areas should have at least (2) electrical outlets that work or one electrical outlet and one permanent light fixture.
13. Each room used as a bedroom (other than in efficiencies) should have a door or curtain closing it off from the rest of the living area.
14. Each bathroom must have a working toilet, lavatory, shower or tub, ceiling or wall light fixture, window that opens or a ceiling or wall mounted exhaust system. Bathrooms must have a door or curtain closing it off for privacy.
15. The kitchen area must have a stove and refrigerator (or provisions for one if tenant is to supply their own), sink with proper plumbing, and adequate cabinet and shelf space for food storage and preparation. If there is a dishwasher or disposal in the unit, it must work or be removed and the void covered.
16. Housekeeping-your unit needs to be clean on the day of the inspection.
17. ALL NEW MOVE-IN INSPECTIONS REQUIRE ALL UTILITIES BE ON BEFORE THE INSPECTION. This list will help your unit to pass inspection. If you have any questions, please call 817- 596-0300 ext. 106, Mark Stafford, Inspector.